SECRET
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MAIL CONTROL QUESTIONNAIRE

Name of organizational component - _Records Management_

1. Does your component log mail? _✓_ ____
                                  yes   no

   If "yes," what form or forms does it use? _FORM 240_
                                                  (List)

   Approximate number of individual pieces of mail per day - _15_

2. Does it have other mail activities? _✓_ ____
                                          yes   no

   Check:
   - _✓_ (a) Simple delivery service
   - _✓_ (b) Determination of routing
   - ____ (c) Setting suspense dates
   - ____ (d) Other _____
                                           (Explain)

3. What is the purpose of these mail activities?
   Check:
   - _✓_ (a) To meet security logging requirements
   - _✓_ (b) To determine action component or individual
   - _✓_ (c) To determine component or individual requiring the information
   - ____ (d) To know location of mail at all times
   - ____ (e) To effect management control through suspense dates, ffollow-up, etc.
   - ____ (f) Other _____
                                           (Explain)

4. The following jobs are concerned with mail activities:

Job Title	No. of Employees	% of Time Devoted to Mail
Secretary-Stenographer	1	5%

5. If another facility or registry could satisfy the security logging requirements and furnish information as to location of the component's mail, could logging be discontinued? _✓_ _0_
                                                                        yes   no

   If "no," why not? _Because there is no other Records Related Organizational Component in this Bldg_

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GROUP I Excluded from automatic downgrading and declassification

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6. Are Document Receipts (Form 615) obtained for non-registered, SECRET and CONFIDENTIAL documents transmitted within the Agency? _____ ✓_____

    yes   no

    If "yes," why are they considered necessary? _____

    _____

7. Other than for registered mail going through a U.S. Post Office, are Courier's Receipts (Form 240) used in transmitting SECRET and CONFIDENTIAL documents?

    Outside the Agency ✓ _____ _____ Outside the building within the Agency ✓ _____

               yes   no   yes   no

                      Inside the building ✓ _____

                                    yes   no

    If "yes" to any of the above, why are they considered necessary? *To Com Form To*

    Requirements of [redacted] 25X1

8. How often daily does your component receive mail from the courier service or higher echelon?

    Six Times per day

    How often daily does it distribute mail within your component? *Zero*

9. Add anything you think may be valuable in improving the processing and control of mail.

    Adopt Recommendations in Survey Report of Agency Courier System dated 29 June 1962 See Recommendations No. 10 & 13 particularly. In this addition [redacted] *should be revised* 25X1 *to spellout clearly how classified mail should* 25X1 *be handled. (See Recommendation No 4 of Survey Report - page 5 - ¶ 4)*

    Signed [redacted]
    TITLE

    7/17/62

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